

What is MyLearning?

ABB MyLearning is the completely new, global Learning Management System developed for ABB employees & customers utility. The tool replaced old Training Partner along with similar systems that had been used locally by some of ABB departments before.

MyLearning helps ABB to deliver a superior LMS experience that enables adoption, speeds compliance and significantly improves training effectiveness. The platform supports knowledge transferring process, organizing & scheduling live or F2F training sessions and also tracking & verifying Student's progress in training material. In addition to the full range of standard LMS functionalities - as a cloud solution, our tool offers online & offline access, regardless of you are using desktop or mobile devices. Find out more about MyLearning <u>here</u>.

Check out our mobile app available for <u>Android & iOS</u> devices.

Logging in to MyLearning for Internal and External Users

1. Go to <u>https://mylearning.abb.com/</u> for global version or <u>https://mylearning-americas.abb.com/</u> for America region.



MyLearning	ENGLISH 👻 USD \$ 👻 SIGN I	N
HOME CATALOG	Search	Q
ABB Unive	ersity	
Find support materials below WELCOME! Welcome to MyLearning - new ABB Learning Management System. In case of any issues with logging in please verify your browser settings. You of	Check out more banners	

- **NOTE:** In case of troubles with logging in to the system, follow the instructions included in the **LOGGING ISSUE & CONFIGURE BROWSER Job Aid** file available in ABB Library.
- NOTE: SSO (Single Sign-On) an authentication process that allows a User to access multiple application with one set of login.



User is connected to ABB network and already has got MyABB account

You have successfully logged into MyLearning.

User is not connected to ABB network or does not have MyABB account

You will be redirected to ABB log in page.

ABB			
	Log in E-mail address		
111		Login	
	Forgot your password?	Need an account? Sign up!	
© Copyright 2016 ABB Provider Information	Impressum Cookies and privacy policy		Selected language English •

Provide your credentials in the marked fields and click **Login**.

If you **do not have** MyABB account yet, please create one following the steps below.

How to set up MyABB account (for External Users)

Log in	
E-mail address	
Password	
unmask	
L	ogin
Forgot your password?	Need an account ⁹ Sign up!

1. In order to create an account, please click Sign up!



2. Provide necessary information into marked fields and click **Sign up for an account**.

Your data		
First name (given)*		
Last name (family)*		
Company		
Phone number		
Working country*		Poland
Preferred language*		Polish
E-mail address*		
Account safety		
Password* →) unmask	
Password* → Security question*	→ unmask	What is your father's middle name?
Password* → Security question* Answer to security question	→ unmask	What is your father's middle name?
Password* → Security question* Answer to security question	→ unmask	What is your father's middle name?

- 3. In order to activate your account, log in to your mailbox and click activation link.
- 4. Go back to MyLearning and try to **Sign In**. If you are already logged via MyABB, you will be logged in right away. If not the system will redirect you to ABB logging in page (from the picture under point no. 1).



Home tab

In the Home tab, after logging in, you will find:

- **a. Banner** section, presenting banners (that were optimized for you basing on settings defined by Administrator) in a sequence
- b. New Training panel, listing newly created Courses and Training Plans
- c. Most Popular panel, showing you which Courses and Training Plans are the most frequently registered recently



- **NOTE:** After logging in to the system, you will be redirected to the MyLearning section automatically. Please do not worry if you cannot see the Home tab as the first tab displayed to you after logging it. It is expected behavior of the system.
- **NOTE:** The view in ABB MyLearning is always adjusted to the privileges and accesses that particular Users have in the system. The main difference here is Catalog visibility settings and the number of available tabs. The picture above shows the view for standard **Student**. Depending on the roles (e.g. Manager, Instructor, Administrator) in the system, the amount of tabs might fluctuate between **4 and 7 tabs maximally**.



My Learning tab

In the My Learning tab, you will find following panels:

- 1. **My Enrollments –** displaying your Courses' enrollments details. My Enrollment panel allows you to display your trainings by **7 refining options**:
 - Enrolled showing currently happening and still actual Courses
 - **Completed –** showing finished Courses
 - Completed with attempts left showing the Courses that you still have more conent attempts to go
 - **Completed and need reregister -** expired compliance Course that User is required to re-register and complete to stay compliant
 - Incomplete showing unfinished Courses
 - Cancelled showing Courses cancelled by you, Instructor or Administrator
 - Pending showing Courses with awaiting administration's acceptance to your purchase order

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Enrolled Completed Completed with attempts left Completed and need reregister Incomplete Canceled Pending	RODUCTS Icts and Tools L1 - ABB i-bus H \BBs offer.Learning AgendaOver	KNX - Basics and rview KNXApplicat	ProductsIn this video modul ionsProduct	e you will	learn T	LAI	UNCH .	•
Enrolled On : Apr 05, 2017 AR02 Receivables and Allowa More	ANCES FOR DOUBTFUL ACCOUNTS	;				V	0%	•

- 2. My Programs displaying your Training Plan's enrollments details; My Programs panel contains 7 refining options:
 - Enrolled showing currently happening and still actual Training Plans
 - Completed showing finished Training Plans
 - Completed with attempts left showing the Training Plans that you still have more content attempts to go
 - **Completed and need reregister -** expired Certification Training Plan and User is required to reregister and complete to stay compliant
 - Incomplete showing unfinished Training Plans
 - Cancelled showing Training Plans cancelled by you, the session's Instructor or Administrator
 - Pending showing Training Plans with awaiting administration's acceptance to your purchase order





3. My Classes – contains only 2 refine options:

- Scheduled showing the oncoming Classes' session for you as an Instructor
- Completed showing the already finalized Classes which you participated in as an Instructor

REFINE MY CLASSES		۵	74	∿↓z	x
Scheduled					
	am to Oct 05, 2017 10:45 am		STA	RT	

NOTE: The Instructor role is required in order to be able to see My Classes panel.

4. In My Learning tab, you can find additionally:

a. Announcements - displaying recently created and important administration announcements

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HOME	CATALOG	PROFILE	MY LEARNING	☆ ♣ ⊟	

NOTE: If the priority of announcement is defined by Administrator as High, there will be **a red icon** indicating new announcement in My Learning tab.



b. My Transcript – displaying recently received ABB Certificates sealing particular Course or Training Plan completion

ABB MyLearning	ENGLISH USD \$ - WELCOME - 1
HOME CATALOG PROFILE MY LEARNING	* 🜲 🗐
	ABB MYLEARNING PROMOTIONAL VIDEO Completed on: Apr 19, 2018
ENROLLED × clear all	ADVANCED ABB MYLEARNING TRAINING Completed on: Apr 19, 2018

NOTE: It might take couple of seconds for the system to load your Certificates if you have many

c. Settings – this feature lets you to restore panels (My Enrollment, My Programs & My Classes) if they were hidden by clicking the x icon.

HOME	CATALOG	PROFILE	MY LEARNING	\$		Ξ
				 ADD MY ENROLLMENT	s	
REFINE	Y PROGRAMS			۹	₹ 4	z

- 5. Each panel contain the same main functionalities (but with slightly different possible options):
 - Search accessible by clicking the Magnifier icon. Lets you to type in the name of desired Learning and look for it directly in particular panel.

REFINE	MY ENROLLMENTS	•	₹ ₹ A _{↓z}	x
ENROLLED	> × clear all	Type to search Q)	
	03 - HOW TO MANAGEMENT PROCESS Enrolled on : Sep 14, 2017		LAUNCH	•
	03 - How to Management Process Please click on the link below to vi Desk-How to seek more info from the key user (if required) User Ma service desk User Manual - 03 Service Desk-Resolve and request Key More	ew/download the user manual. User Manual - 01 Service nual - 02 Key User-How to provide the requested info to user to provide approval for ticket close User Manual 👻	0%	
	ABB MYLEARNING PROMOTIONAL VIDEO Enrolled on : Oct 13, 2017		LAUNCH	•
し	ABB MyLearning Promotional VideoClass showing basic possibilitie	s. features and improvements implemented in the new		

• Filters – accessible by clicking the Funnel icon. Lets you to refine the results in relevant panel with additional filters such as Training and Delivery Types, Date Registered, Assigned By, Location, Due date, Scheduled and Price values.



REFINE	MY ENROLLMENTS			Q 7 A _{tz} >	x
ENROLLE	O × clear all O3 - HOW TO MANAGEMENT PROCESS Enrolled on : Sep 14, 2017 O3 - How to Management Process Please cli Desk-How to seek more info from the key u service desk User Manual - 03 Service Desk-	Price Scheduled Due date Training Type Delivery Type	: Any : Any : Any : Compliance : Classroom	Date Registered : Any Any Assigned By : Any CH Location : Type Keyword Mandatory Optional Recommended Virtual Class Video Web Based	
	More ABB MYLEARNING PROMOTIONAL VIDEO Enrolled on : Oct 13, 2017 ABB MyLearning Promotional VideoClass sh ABB learning management system - ABB M learning tool and how you can make learning More	nowing basic po AyLearning. Fin g process the m	ossibilities, feature d out how many nost efficient for yo	CLOSE APPLY	

Sorting – lets you to sort the results by 7 different rules maximally.

REFINE	MY ENROLLMENTS	Q 7	A↓z	x
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ENROLLE		TITLE A-Z		
	03 - HOW TO MANAGEMENT PROCESS	TITLE Z-A		
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$\mathbf{\mathbf{G}}$	03 - How to Management Process Please click on the link below to view/download the user manual. User Manual - 01 Desk-How to seek more info from the key user (if required) User Manual - 02 Key User-How to provide the requested	DATE NEW TO C	DLD	
	service desk User Manual - 03 Service Desk-Resolve and request Key user to provide approval for ticket close User Ma	ТҮРЕ		
	More	START DATE		
	ABB MYLEARNING PROMOTIONAL VIDEO Enrolled on : Oct 13, 2017	LAU	NCН →	
9	ABB MyLearning Promotional VideoClass showing basic possibilities, features and improvements implemented in th ABB learning management system - ABB MyLearning. Find out how many different goals you can achieve with or learning tool and how you can make learning process the most efficient for you and your team	ne new ur new	2%	
	More			

• Hide – lets you to hide particular panel by clicking the x icon.

ENROLLED × clear all 03 - HOW TO MANAGEMENT PROCESS Enrolled on : Sep 14, 2017 03 - How to Management Process Please click on the link below to view/download the user manual. User Manual - 01 Service Desk-How to seek more info from the key user (if required) User Manual - 02 Key User-How to provide the requested info to service desk User Manual - 03 Service Desk-Resolve and request Key user to provide approval for ticket close User Manual • More	REFINE	MY ENROLLMENTS (ר ק ₄ _ע
03 - HOW TO MANAGEMENT PROCESS LAUNC Enrolled on : Sep 14, 2017 03 - How to Management Process Please click on the link below to view/download the user manual. User Manual - 01 Service Desk-How to seek more info from the key user (if required) User Manual - 02 Key User-How to provide the requested info to service desk User Manual - 03 Service Desk-Resolve and request Key user to provide approval for ticket close User Manual • 0% More More More 0%	ENROLLE	D × clear all	
03 - How to Management Process Please click on the link below to view/download the user manual. User Manual - 01 Service Desk-How to seek more info from the key user (if required) User Manual - 02 Key User-How to provide the requested info to service desk User Manual - 03 Service Desk-Resolve and request Key user to provide approval for ticket close User Manual - More		03 - HOW TO MANAGEMENT PROCESS Enrolled on : Sep 14, 2017	LAUNCH -
More		03 - How to Management Process Please click on the link below to view/download the user manual. User Manual - 01 Service Desk-How to seek more info from the key user (if required) User Manual - 02 Key User-How to provide the requested info to service desk User Manual - 03 Service Desk-Resolve and request Key user to provide approval for ticket close User Manual +	0%
		More	

NOTE: You can find more details about My Learning tab in <u>MY LEARNING TAB job aid</u> available in ABB Library.

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Catalog tab overview:

After logging in, you should be able to see all Classes and Training Plans available for you in the Catalog. You are able to:

- 1. Sort the results using Sort by function from the right top of the Catalog panel. You can sort by: Title, Newly Listed, Start Date and Mandatory options.
- 2. **Use refine filters –** located on the left side of this page. It helps with looking for the desired learnings more efficiently.
- 3. Share the view or Class/Training Plan allows you to share the particular Class/Training Plan (Share button located next to it) or the whole view of refined results (Share button located at the top of the Catalog panel) with others via email or embedded link.
- 4. **Check particular Class/Training Plan details –** allows you to check the details of particular learning by **clicking on its title**. You are able to peep at the Training Plan, Course, Class and Session details (in Training Plan's view - by clicking little arrows next to particular elements).
- 5. Register for a Class/Training Plan





As you can see there are different icons which represents type of the Class or Training Plan.



NOTE: Find out more about Catalog tab in our <u>REGISTER FOR CLASS OR TRAINING PLAN job aid</u> available in ABB Library. We highly recommend you to check out the <u>REFINE FILTERS AND SEARCHING BAR job aid</u> also.



Profile tab overview

- 1. **Profile tab –** providing your profile data that is editable partially. You are able to check and manage there your:
 - a. Details mainly add a photo or short personal description
 - **b. Certificates –** containing all the gathered Certificates for accomplishing Classes & Training Plans in the system
 - c. Skills or external training allowing you to add your Skills or external Certificates (find more details in the My Certificates section below)
 - **d.** Recent **Activities** in the system you can review your latest activities in the system and also hide particular ones if necessary by clicking the **crossed out eye** icon
 - e. Received **Points** and **Badges** showing you how many points and what badges you have gathered for various activities in the system

HOME CATALOG PROFILE MY LEARNING	Search Q
DETAILS	MY CERTIFICATES D
External Reference	MYLEARNING TRAINING FOR CHANGING STATUS AFTER CON Completed on: May 15, 2018
Reports to J	ABB MYLEARNING PROMOTIONAL VIDEO Completed on: Apr 19, 2018
SKILLS OR EXTERNAL TRAINING	ADVANCED ABB MYLEARNING TRAINING Completed on: Apr 19, 2018
MYLEARNING ADMINISTRATOR CERTIFICATE I × Certificate number : 20131 Added on Feb 01, 2018 by Jal Valid from Feb 01, 2018 to Fe View	ABB MYLEARNING INTRODUCTION FOR STUDENTS Completed on: Apr 19, 2018
MYLEARNING PERFECT FINISHER X X	COURSE FOR KEYWORDS LANGUAGE VERIONS Completed on: Mar 22, 2018
MS ARTICULATE X 10/10	
	POINTS e
MY ACTIVITY d	REGISTRATION COMPLETION 46 58 0 VOTES SUMPER COMMENT
COURSE FOR USER TRANSFERRING Class Completed 23 hours ago	
COURSE FOR USER TRANSFERRING Class Completed 23 hours ago	BADGES
TRAINING PLAN FOR CHANGING STATUS AFTER CONTENT TRANSFERRING UNDER ONE OF ATTACHED CLASSES TP Recertified 23 hours ago	

NOTE: Find out more about Profile tab in **PROFILE TAB job aid** available in ABB Library.



My Certificates

Check My Certificates

- 1. Go to **Profile** tab from the tabs at the top of the page.
- 2. Now you are able to see your profile details. **My Certificates** panel contains your already gathered Certificates (in MyLearning). It should be accessible on the right side of this page.

HOME CATALOG PROFILE MY LEARNING	Search Q
DETAILS	MY CERTIFICATES
External Refere:	MYLEARNING TRAINING FOR CHANGING STATUS AFTER CON Completed on: May 15, 2018
Reports to J	ABB MYLEARNING PROMOTIONAL VIDEO Completed on: Apr 19, 2018
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MYLEARNING ADMINISTRATOR CERTIFICATE VIX Certificate number : 20131 Added on Feb 01, 2018 by Jak Valid from Feb 01, 2018 to Feb 01, 2018 t	ABB MYLEARNING INTRODUCTION FOR STUDENTS Completed on: Apr 19, 2018
MYLEARNING PERFECT FINISHER X X .	COURSE FOR KEYWORDS LANGUAGE VERIONS Completed on: Mar 22, 2018
	PAGE 1 OF 6 FM

NOTE: You are also able to include the external Certificates in your account. You can do it by clicking the **ellipsis icon** from **Skills or external training** panel and selecting **Add External Training** option.

Print your Certificate

- 1. Choose the desired certificate from My Certificates panel.
- 2. After the Certificate will show up in your browser, click the **Convert to PDF** button located in the upper right corner and save the file on your computer.





3. Now you are able to access the PDF file saved on your computer. Simply open it and then choose the **Print** icon. Adjust the desired printing settings and print your certificate.



NOTE: Your certificate's layout is oriented **horizontally** by default.

User panel and account settings

Alongside with the tabs, MyLearning Users are also able to see the User panel at the right side on the top of the page. The system displays there current language version and preferred currency.





- 1. Access your Shopping Cart by clicking the Add to Cart button (shopping cart experience is fully described in the REGISTER FOR PRICED CLASS OR TRAINING PLAN job aid).
- 2. Access your Account Settings by clicking the Account Settings button from the drop-down menu next to your name.



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	ACCOUNT SETTINGS
Search	SIGN OUT

In your Account panel you can find **3 tabs**:

a. Details - editable. You are able to change your personal data details by clicking the Edit button.

REFERENCES ORDERS
EDIT
And profile all con-

pl.abb.com
<rakow, 31-038<="" malopolskie,="" td=""></rakow,>
Poland

NOTE: It is not allowed to change the email address in the system.

NOTE: The section indicated with a red asterisk is visible only if you have an Instructor role in MyLearning.

b. Preferences – editable. You are able to set your Time Zone, Language, Location and Currency preferences from this view by clicking the **Edit** button.

ACCOUNT	
DETAILS	PREFERENCES ORDERS
Time Zone:	(GMT+01:00) Central European Summer Time/Warsaw
Language:	English
Location:	
Currency:	USD \$ US Dollar



ICCOUNT			ACCOUNT			
DETAILS	PREFERENCES ORDERS					
Time Zone: *	(GMT+01:00) Central European Summer Time/W		FAILS	PREFERENCES		
Language:	(GMT-05:00) Eastern Standard Time/New York (GMT-05:00) Eastern Standard Time/Indiana/Indianapolis	^				
Location:	(GMT-04:00) Atlantic Standard Time/Halifax	Ti	me Zone: *	(GMT+01:00) Central European Summer Time/W		
	(GMT-04:00) Venezuelan Standard Time/Caracas (GMT-04:00) Amazon Time/Manaus		nauaae.	English		
currency:	(GMT-04:00) Chile Time/Santiago		ngaage.	English		
	(GMT-03:00) Brasilia Time/Sao Paulo	Lo	cation:	Français		
	(GMT-03:00) Argentina Time/Buenos_Aires			Deutsch		
	(GMT-03:00) Western Greenland Summer Time/Godthab (GMT-03:00) Uruguay Time/Montevideo	Cu	rrency:	Italiano		
	(GMT-02:00) Greenland Standard Time/South Georgia			日本語		
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	(GMT) Western European Summer Time/Casablanca			Português		
	(GMT) British Summer Time/London (GMTe01:00) Central European Summer Time/Redin			Русский		
	(GMT+01:00) Central European Summer Time/Belgrade			简体中文		
	(GMT+01:00) Central European Summer Time/Brussels			Español		

c. Orders – not editable. You can view and print all your recent orders and invoices <u>for priced learnings</u>. In order to do that, simply click **View Invoice** next to the desired item on the listing. Details of your invoice will be displayed in new browser window. Under the invoice sheet, you should be able to locate the gray **Print**



HOME CAT	ALOG PROFILE	MY LEARNING				Search	c
CCOUNT							
DETAILS PRE		ERS					
ORDER NO 🔺	ITEMS	ORDER DATE	PRICE	DISCOUNT	TAX	TOTAL	INVOICE
39923	1	Mar, 27 2018	\$ 4.00 USD	\$ 0.00 USD	\$ 0.00 USD	\$ 4.00 USD	VIEW INVOICE
39692	2	Mar, 22 2018	\$ 4.00 USD	\$ 0.00 USD	\$ 0.00 USD	\$ 4.00 USD	VIEW INVOICE
39690	1	Mar, 22 2018	\$ 2.00 USD	\$ 0.00 USD	\$ 0.00 USD	\$ 2.00 USD	VIEW INVOICE
38535	1	Mar, 02 2018	\$ 4.00 USD	\$ 0.00 USD	\$ 0.00 USD	\$ 4.00 USD	VIEW INVOICE
70775	1	Feb, 28 2018	\$ 4.00 USD	\$ 0.00 USD	\$ 0.00 USD	\$ 4.00 USD	VIEW INVOICE
30333							
37536	1	Feb, 16 2018	\$ 2.00 USD	\$ 2.00 USD	\$ 0.00 USD	\$ 0.00 USD	VIEW INVOICE

3. Sign out - by clicking the Sign Out button from the drop-down menu next to your name.

